**North Carolina Security Breach Reporting Form**
**Pursuant to the Identity Theft Protection Act of 2005**

*Indicated a mandatory field

*Name of the Company or Government Agency owning or licensing information affected by the entity experiencing breach:

HARRIS BEACH PLLC

| | |
|---|---|
| Entity Type: | GENERAL BUSINESS |
| Address: | 99 GARNSEY ROAD |
| Apt/Suite/Building: | |
| City: | PITTSFORD |
| State: | NY |
| Zip Code: | 14534 |
| Telephone: | (585) 419-8708 |
| Fax: | |
| Email: | DRUSSELL@HARRISBEACH.COM |

| | |
|---|---|
| *Date Security breach Reporting Form Submitted: | 09/14/2018 |
| Is this notice a supplement to a previously filed Security Breach: | NO |
| *Date the Security Breach was discovered: | 07/12/2018 |
| Breach Type: | HACKERS/ UNAUTHORIZED ACCESS |
| *Estimated number of affected individuals: | 74 |
| *Estimated number of NC residents affected: | 1 |

Name of company or government agency maintaining or possessing information that was the subject of the Security Breach, if the agency that experienced the Security Breach is not the same entity as the agency reporting the Security Breach (pursuant to N.C.G.S. 75-65(b))

| | |
|---|---|
| Describe the circumstances surrounding the Security Breach: | AN UNAUTHORIZED INDIVIDUAL ACCESSED A MAILBOX OWNED BY HARRIS BEACH USING COMPROMISED CREDENTIALS. |
| Information Type: | SSN |
| *Regarding information breached, if electronic, was the information protected in some manner: | YES |
| If YES, please describe the security measures | THE INFORMATION IS ENCRYPTED AT REST AND IN TRANSIT. HOWEVER, THE BAD ACTOR HAD COMPROMISED CREDENTIALS ALLOWING ACCESS TO THE ENCRYPTED MAILBOX. |

protecting the information:

*Describe any measures taken to prevent a similar Security Breach from occurring in the future: HARRIS BEACH IS IMPLEMENTING TWO-FACTOR AUTHENTICATION FOR ACCESS TO MAILBOXES FROM A REMOTE LOCATION.

*Date affected NC residents were/will be notified: 09/13/2018

Describe the circumstances surrounding the delay in notifying affected NC residents pursuant to N.C.G.S. 75-65 (a) and (c):

**If the delay was pursuant to a request from law enforcement pursuant to N.C.G.S. 75-65(c), please attach or mail the written request or the contemporaneous memorandum.**

How NC residents were/will be notified? (pursuant to N.C.G.S. 75-65 (e)): WRITTEN NOTICE

Please note if the business demonstrates that the cost of providing notice would exceed two hundred fifty thousand dollars ($250,000) or that the affected class of subject persons to be notified exceeds 500,000, or if the business does not have sufficient contact information or consent to satisfy subdivisions (1), (2) , or (3) of this subsection, for only those affected persons without sufficient contact information or consent, or if the business is unable to identify particular affected persons, for only those unidentifiable affected persons. Substitute notice shall consist of all the following:

- Email notice when the business has an electronic mail address for the subject persons
- Conspicuous posting of the notice on the Web site page of the business, if one is maintained
- Notification to major statewide media

**Please attach a copy of the notice if in written form or a copy of any scripted notice if in telephonic form.**

Contact Information Affiliation with entity experiencing breach: SAME AS ABOVE

Organization Name: HARRIS BEACH PLLC

| | | | |
|---|---|---|---|
| Prefix: | MRS | | |
| *First Name: | DAWN | | |
| Middle Name: | M. | | |
| *Last Name: | RUSSELL | | |
| Suffix: | | | |
| Title: | DIRECTOR OF COMPLIANCE AND RISK MANAGEMENT | | |
| Address: | 99 GARNSEY ROAD | | |
| Apt/Suite/building: | | | |
| City: | PITTSFORD | | |
| State: | NY | Zip Code: | 14534 |
| *Telephone: | (585) 419-8708 | Fax: | |
| Email: | DRUSSELL@HARRISBEACH.COM | | |

HARRIS BEACH PLLC
ATTORNEYS AT LAW

99 GARNSEY ROAD
PITTSFORD, NY 14534
(585) 419-8800

**DAWN M. RUSSELL**
DIRECTOR OF COMPLIANCE AND RISK MANAGEMENT
DIRECT: (585) 419-8708
FAX: (585) 419-8801
DRUSSELL@HARRISBEACH.COM

September 13, 2018

Re: Data breach at Harris Beach where your name and Social Security Number could have possibly been accessed.

Dear :

On July 9, 2018, an unauthorized individual accessed the emails of one of our attorneys. As soon as the breach was discovered, we reviewed the contents of those emails to learn what information, if any, could have been exposed, and then hired a computer forensics expert to investigate the crime and verify our conclusions. The expert believes that the hacker was attempting to use the email account to deceive other individuals into divulging their passwords – and not in an effort to access the information in the emails. Unfortunately, however, the expert advises that the method used to access the email account automatically downloads the entire contents of the mail box to the hacker's personal computer, which makes it possible that the hacker still possesses the contents of this mail box and could make use of it in the future.

Regretfully, in the course of analyzing the mail box, we have learned that one of the emails contained your Social Security Number and name. Since we cannot rule out the possibility that the hackers may actually look at the emails downloaded, we are informing you of this event so that you can monitor your accounts and other personal information for suspicious activities. Because this involves your Social Security Number, you should be aware that the typical types of crime committed with this information are the filing of fraudulent tax returns claiming a refund and fraudulently applying for credit in your name.

We understand that it can be frustrating and time-consuming to address these issues. However, due to this incident, we are offering identity theft protection services through ID Experts® to provide you with MyIDCare™. With this protection, MyIDCare will help you resolve issues if your identity is compromised. We strongly encourage you to register for this free identity theft protection service. To enroll please visit https://app.myidcare.com/account-creation/protect or call 1-800-939-4170 using your enrollment code, . Enclosed is an information sheet ID Experts prepared generally outlining credit monitoring and fraud protection.

Your 36 month MyIDCare membership will include the following:

**Complete Credit Monitoring and Recovery Services**

- **Tri-Bureau Credit Monitoring -** Monitors any changes reported by Experian, Equifax and TransUnion Credit Bureaus to your credit report.

- **CyberScan Monitoring** - Monitors criminal websites, chat rooms, and bulletin boards for illegal selling or trading of your personal information.
- **Full Managed ID Theft Restoration Services -** Should you believe that you are a victim of identity theft, MyIDCare will work with you to assess, stop, and reverse identity theft issues.
- **Identity Theft Insurance** - In the event of a confirmed identity theft, you may be eligible for reimbursement of up to $1,000,000 for expenses related to that theft.

Again, we regret that this crime against our firm has involved your information as well. If you have any questions or concerns, please don't hesitate to contact me at the phone number or email address above.

Sincerely,

Dawn M. Russell
Director of Compliance and Risk Management

DR
Enclosure

**Recommended Steps to help Protect your Information**

**Please Note: Minors, under the age of 18, should not have a credit history established and are under the age to secure credit. Therefore, credit monitoring may not be applicable at this time for them. All other services provided in the membership will apply. No one is allowed to place a fraud alert on your credit report except you, please follow the instructions below to place the alert.**

**1**. **Website and Enrollment.** Go to https://app.myidcare.com/account-creation/protect and follow the instructions for enrollment using your Enrollment Code provided above. Once you have completed your enrollment, you will receive a welcome letter by email (or by mail if you do not provide an email address when you sign up). The welcome letter will direct you to the MyIDCare Member Website where you will find other valuable educational information.

**2. Activate the credit monitoring** provided as part of your MyIDCare membership. Credit and CyberScan Monitoring are included in the membership, but you must personally activate it for it to be effective. Note: You must have established credit and access to a computer and the internet to use this service. If you need assistance, MyIDCare will be able to assist you.

**3. Review your credit reports**. We recommend that you remain vigilant by reviewing account statements and monitoring credit reports. Under federal law, you also are entitled every 12 months to one free copy of your credit report from each of the three major credit reporting companies. To obtain a free annual credit report, go to www.annualcreditreport.com or call 1-877-322-8228. You may wish to stagger your requests so that you receive a free report by one of the three credit bureaus every four months.

If you discover any suspicious items and have enrolled in MyIDCare, notify them immediately by calling or by visiting their Member website and filing a theft report.

If you file a theft report with MyIDCare, you will be contacted by a member of our ID Care team who will help you determine the cause of the suspicious items. In the unlikely event that you fall victim to identity theft as a consequence of this incident, you will be assigned an ID Care Specialist who will work on your behalf to identify, stop and reverse the damage quickly.

You should also know that you have the right to file a police report if you ever experience identity fraud. Please note that in order to file a crime report or incident report with law enforcement for identity theft, you will likely need to provide some kind of proof that you have been a victim. A police report is often required to dispute fraudulent items. You can report suspected incidents of identity theft to local law enforcement or to the Attorney General.

**4. Place Fraud Alerts** with the three credit bureaus. If you choose to place a fraud alert, we recommend you do this after activating your credit monitoring. You can place a fraud alert at one of the three major credit bureaus by phone and also via Experian's or Equifax's website. A fraud

alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. The contact information for all three bureaus is as follows:

**Credit Bureaus**

| Equifax Fraud Reporting | Experian Fraud Reporting | TransUnion Fraud Reporting |
|---|---|---|
| 1-866-349-5191 | 1-888-397-3742 | 1-800-680-7289 |
| P.O. Box 105069 | P.O. Box 9554 | P.O. Box 2000 |
| Atlanta, GA 30348-5069 | Allen, TX 75013 | Chester, PA 19022-2000 |
| www.alerts.equifax.com | www.experian.com | www.transunion.com |

It is necessary to contact only ONE of these bureaus and use only ONE of these methods. As soon as one of the three bureaus confirms your fraud alert, the others are notified to place alerts on their records as well. You will receive confirmation letters in the mail and will then be able to order all three credit reports, free of charge, for your review.

**5. Security Freeze.** By placing a security freeze, someone who fraudulently acquires your personal identifying information will not be able to use that information to open new accounts or borrow money in your name. You will need to contact the three national credit reporting bureaus listed above in writing to place the freeze. Keep in mind that when you place the freeze, you will not be able to borrow money, obtain instant credit, or get a new credit card until you temporarily lift or permanently remove the freeze. The cost of placing the freeze varies by the state you live in and for each credit reporting bureau. The Credit Bureau may charge a fee of up to $5.00 to place a freeze, lift, or remove a freeze. However, if you are a victim of identity theft and have filed a report with your local law enforcement agency or submitted an ID Theft Complaint Form with the Federal Trade Commission, there may be no charge to place the freeze.

**6. You can obtain additional information** about the steps you can take to avoid identity theft from the following agency.

Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW Washington, DC 20580, https://www.consumer.ftc.gov/, 1-877-IDTHEFT (438-4338), 1-866-653-4261 (TTY)

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DIRECT: (585) 419-8708
FAX: (585) 419-8801
DRUSSELL@HARRISBEACH.COM

September 14, 2018

Re: Data breach at Harris Beach where your name and Social Security Number could have possibly been accessed.

Dear :

You received notice from us regarding a breach of your personal information. Please be advised, that in addition to the information previously provided, you can also obtain additional information about the steps you can take to avoid identity theft from the following agency.

North Carolina Attorney General's Office
Consumer Protection Division
9001 Mail Service Center
Raleigh, NC 27699-9001
877-5-NO-SCAM (Toll-free within North Carolina)
919-716-6000
www.ncdoj.gov

Sincerely,

Dawn M. Russell
Director of Compliance and Risk Management

DR